



Plan Review Information and Guidelines

For use in conjunction with SHD Sanitary Code, Chapter 10.3

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The Goal of These Guidelines

It is our goal to help you become familiar with state and local plan review laws and to prepare you for the expectations of this agency. Enclosed you will find the necessary information you need to get started.

Our offices are open Monday through Friday from 8:00 A.M. to 5:00 P.M., except legal holidays. You can reach the Snohomish Health District (SHD) plan reviewer by phone at 425.339.5250 or e-mail at foodquestions@shd.snohomish.wa.gov. A copy of this document as well as application forms for plan review are available at the SHD web site www.snohd.org.

Frequently Asked Questions

What is plan review?

Plan review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early in your endeavor, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling or repairing a food service establishment may also require the approval of other departments such as the Department of Labor and Industries, the Liquor Control Board, and local building, planning and fire departments.

When is plan review required?

Plan review is required under the following circumstances:

- when a food service establishment is newly constructed
- when an existing structure is converted for use as a food service establishment
- when an existing food service establishment undergoes an extensive remodel or repair
- when significant changes to the menu items occurs or when there is a significant increase in the number of menu items
- when there are significant changes in the methods of food preparation, volume of foods produced or operation of the food service establishment

Can my home kitchen be licensed as a Food Service Establishment?

Home kitchens cannot qualify for a Permit to Operate from SHD.

What is the procedure for beginning the plan review process?

To begin the plan review process, you will need to submit the following information to SHD:

1. A completed plan review application form.
2. The appropriate plan review fee (see current fee schedule).
3. One completed copy of the construction plans. Plans do not have to be professionally drawn. Plans are required to be drawn 1/4" per foot and be clearly legible.
4. Specific equipment and operations information including:
 - a. A complete menu submitted with your plans will expedite SHD plan review.
 - b. Food service establishments serving potentially hazardous food may also be required to submit a description of the preparation processes for some menu items. This description is part of a Hazard Analysis Critical Control Point (HACCP) review providing documentation of the food handling steps used in preparing potentially hazardous foods. SHD uses this information to evaluate adequacy of proposed equipment and allotted space. Submittal of a required HACCP at the time of initial application will speed up plan review.
 - c. An equipment list for all food service equipment which includes manufacturers names and model numbers.
 - d. A finish schedule.
 - e. Plumbing details.
 - f. Lighting details.

Plan for success!

As you prepare your plans, think about the future of your business. Now is the time to allow space for that additional refrigerator, walk-in refrigerator, food preparation sink, handwash sink, or other equipment you may need as your business grows. Planning now for future changes and up-grades will make the future remodel easier.

How long does the plan review process take?

Frequently, small projects can be turned around in a few days, while larger projects may take up to three weeks. The clarity and completeness of your submitted plans will also affect plan review time. You may get an idea of your project timeline by contacting the food service establishment plan reviewer.

What will happen if SHD requires plan revisions?

The person listed as the contact person on the plan review application will be notified in writing if revisions are required. Revised plans indicating all of the required changes must be submitted to SHD. An additional plan review fee will not be assessed if SHD requires the revision.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after SHD has approved the original plans. An additional plan review fee will be assessed for this service. Failing to resubmit plans when changes have been made, after original plan approval, will delay final approval for the facility.

How will I be notified of my project status?

A letter will be sent to the contact person listed on the plan review application form indicating approval, disapproval or a need for additional plan review information. A copy of the letter will also be sent to the facility owner if the owner is not the designated contact person. Additional copies are sent to other agencies such as building and planning departments and the Liquor Control Board.

Can I Stay Open During A Remodel?

Food service establishments, such as grocery stores with multiple food service operations, wanting to continue operation during a remodel must submit written documentation detailing what procedures will be used to ensure food safety during the remodel. The documentation must include the following:

1. Where and how handwashing facilities will be set up
2. What methods will be used for maintaining proper temperatures for all potentially hazardous foods
3. Where produce and raw poultry or meats will be prepared (if applicable to menu)
4. Where ware washing will occur
5. What procedures will be followed if interruptions in water, power or sewage disposal occur
6. A floor plan of any temporary food preparation areas

Can I open for business immediately after construction is completed?

Avoid lengthy delays! After construction is complete there are still three important steps to complete prior to opening for business.

1. A preoperational inspection is required before the food service establishment may open. Call at least seven days in advance to schedule this inspection to help avoid delays in opening.
2. Ensure the application for a food service establishment permit has been submitted to SHD with the appropriate fee (see current fee schedule).
3. Obtain final approvals from other city, county and state agencies as required.

What will the inspector be looking for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed during the preoperational inspection:

1. The facility was constructed as indicated on the last set of SHD approved plans.
2. The facility has obtained final approval for all other applicable agencies, such as the Department of Labor and Industries, the Liquor Control Board and the local building, planning and fire departments.
3. The utilities such as water, gas, electric and wastewater disposal are provided.
4. All equipment is in working order.

OK, I have completed everything listed so far in this outline. Now can I open for business?

Congratulations! You have successfully completed plan review and are now ready to begin serving your first customers. The food service establishment will receive its first operational inspection by SHD soon after opening for business.

What if I have questions after I open?

You may have questions regarding food safety after you begin operations. You can contact us at 425.339.5250 by phone or e-mail us at foodquestions@shd.snohomish.wa.gov with any food safety concerns. You may also visit us in person at our office located at 3020 Rucker Ave, Suite 104, Everett. We have inspectors available during all regular business hours who can assist you.